GLBTQS Alliance

CONSTITUTION and BY-LAWS

Adopted Aug 25, 2008

Article I – Name

The name of this organization shall be the Tomball College Gay, Lesbian, Bisexual, Transgender, Questioning, and Straight Alliance.

Article II – Purpose

The purpose of this organization shall be to promote a safe environment for students of all orientations to advance knowledge and communication, build bridges, and to foster tolerance and acceptance for all.

Article III – Membership

Section 1 – Membership

Membership in the GLBTQS Alliance is open to all interested TC students. Faculty and staff can serve as ex-officio to members of the community.

Section 2 – Dues

There will be no dues to join the GLBTQS Alliance. The club may choose to collect dues in the future, as voted on by a 2/3rd majority of the members of the club.

Article IV – Offices and Duties

Elected officers shall compromise the Executive Board. All officers must be currently enrolled TC students in good academic and disciplinary status. Chairpersons of committees are encouraged to attend Executive Board meetings.

Section 1- The President:

(1) The President shall preside at all regular and special meetings of the organization and of the Executive Board.

(2) The President shall set the agenda for all regular and special meetings of the organization.

(3) The President shall, with approval of the Board, appoint all standing and special committees.
Section 2- The Vice President:

(1) The Vice President shall assist the President and perform the presidential duties in the absence of the President.

(2) The Vice President shall be responsible for arranging for programs at regularly scheduled meetings.

Section 3- The Secretary:

(1) The Secretary shall be responsible for recording minutes of all meetings and distributing the minutes of these meetings to members of the Executive Board as needed, and make them available to all members of the club.

(2) The Secretary shall publish a regular schedule of current activities and service projects.

Section 4- The Treasurer:

(1) The Treasurer shall pay all authorized Chapter expenditures.

(2) The treasurer shall keep-up-to-date accounting records of the Chapter’s financial situation and report financial matters to the Executive Board at each meeting.

(3) The treasurer shall be available during regular meetings to answer questions regarding the financial state of the club’s funds.

Section 5- The Student Government Association Representative:

(1) The SGA Representative shall attend all SGA meetings. In the event a meeting must be missed, he/she shall ask the President, or another member of the Executive Committee, to attend in his/her absence.

(2) The SGA Representative shall make a report of SGA proceedings at all Chapter meetings.

(3) The SGA Representative shall represent the GLBTQS Alliance in all votes, consulting officers and members prior to votes whenever possible.

Section 6- The Parliamentarian:

(1) The Parliamentarian shall advise members of the Executive Board and all other members of the club to maintain adherence to and observance of Robert’s Rules of Order at all official club and Executive Board meetings.

Section 6- Elections

For the first year only, appointed officers shall be the president, vice-president, secretary, treasurer, and student government representative. These shall be appointed by the club founder and the faculty advisor. After the first year, these officers will be elected. Nominations for officers shall be solicited and accepted from the general membership each year during the March meeting, with elections to be held
at the April meeting and announcement in May. Nominations from the floor will be accepted. Members may nominate themselves for an office. The Executive board shall apprise all nominees of the duties and responsibilities of the respective positions. Names of nominees are placed on a ballot and a vote will be taken. Either a written vote or a “show-of-hands” vote may be taken. Votes will be tabulated by the treasurer and Secretary. Officers will be filled by the candidate receiving a majority of the votes cast. No absentee votes will be accepted. In the case that no one candidate receives a majority of the votes cast, a run-off will be held, immediately, between the two candidates with the largest number of votes.

Section 7- Term of Office

All positions on the Executive Board shall last for one full academic year (from May through April). Students with less than one year to complete before graduation should not run for office, unless other suitable candidates are not available. Officers elected in April shall assume their duties in May after proper installation of officers at the May meeting.

Section 8- Officer Transition

The outgoing and incoming Executive Board members shall hold a joint executive meeting prior to the May meeting to provide for transition in leadership. All printed materials related to each position shall be turned over to the new officers, with a detailed explanation of all such materials, at this executive meeting. Outgoing officers shall orient new officers in the duties of their respective positions.

Section 9- Resignations

Any officer who cannot, or will not, fulfill the duties of his/her office for any reason shall submit a written resignation to the Executive Board. Vacancies on the Executive Board shall be filled at the next business meeting following the notice to resignation. An election will be held to fill the vacant position.

Article V – Standing Committees

The President shall appoint committees as deemed necessary to promote interest, fellowship and achievement in the chapter. At least 3 members shall serve, and they shall select their own chair.

Article VI - Meetings

A Chapter business meeting or program meeting shall be held at least once per month during the two long semesters. Chapter business and a program may be combined in one monthly meeting. The chapter meeting shall follow guidelines as set forth in Robert’s Rules of Order.

Article VII – Amendments to Constitution & By-Laws

The Constitution and By-Laws may be amended at a meeting called for the purpose of considering proposed amendments by a majority vote of those members present. Copies of proposed amendments must be made available to all members at least 30 days prior to the called meeting.

Article VIII – Impeachment of Officers
An officer who is not fulfilling his/her responsibilities as outlined in this document may, after all efforts to correct the situation have been made, be impeached. The steps to be followed are:

Step 1- The situation will be discussed at an Executive Board meeting, with the Advisor and the officer concerned present, in an attempt to understand and resolve the situation.

Step 2- If the officer fails to comply following this Board meeting, a letter signed by all other officers and the Advisor asking for an immediate resignation will be sent to the officer concerned.

Step 3- If the officer fails to comply with the written request, the remaining officers will prepare a written statement of the situation and this statement will be distributed, by mail, email, in print, or in person to all organization members. A meeting to consider the impeachment of the officer concerned shall be called, at which time the officer concerned shall have the opportunity to challenge the charges. The vote to impeach or not shall be made at this meeting by secret ballot. The advisor and one member other than an officer shall count the ballots and announce the results by letter distributed, by mail, email, in print, or in person to the officer concerned and to all officers and members.

Step 4- The officer concerned may appeal the organization’s decision in writing within 2 weeks to the Student Life Office staff.

Article IX - Advisor

The GLBTQS Alliance shall have an advisor, selected by a vote of members from among interested faculty, to serve a three-year term of office.

Duties and Responsibilities:

The Advisor is expected to attend all chapter meetings and Executive Board meetings.

The Advisor shall vote in Executive Board meetings only when necessary to break a tie.

The Advisor may call an emergency Executive Board meeting if he/she deems it appropriate to discuss and unusual situation or opportunity.